

Ministry of Civil Service and Administrative Reforms
Circular Letter No 10 of 2011
E/75/60/02

10 February 2011

From: *Senior Chief Executive, Ministry of Civil Service and Administrative Reforms*

To: *Supervising Officers i/c Ministries/Departments*

Australia Awards – Short-term Scholarships 2011

The Australian Government is offering 140 Short-term Scholarships in 2011 to 40 African countries. Mauritius is invited to participate in this program which will deliver 70 awards commencing June 2011 and an additional 70 commencing in September 2011.

2. The short courses will normally last for three months and the fields of study are as follows:

- Technical and Vocational Education and Training Reform; and
- Public Policy (Diplomatic Training, Trade Policy Design, Analysis and Negotiation).

The aim of these short-term scholarships is to foster and strengthen capacity of partner countries in the areas mentioned above for *mid to senior career professionals*.

3. The Australian Government will fund the travel and course costs including a stipend for successful candidates. Female candidates and persons with a disability are encouraged to apply.

4. Applicants should read the box 'Desired Applicant Profile' for the relevant field of study in the attached instruction notes to ensure they meet the criteria before completing the application form. Applicants can download the application form from this Ministry's website: <http://civilservice.gov.mu>. The deadline for submission of applications is **11 March 2011**.

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5. Applications should be submitted directly to **The Australia Awards for Africa Program Manager, Private Bag X38, Hatfield, Pretoria, 0028, or Fax: 086 602 3719 or Email: australia.awards@dfat.gov.au.** A copy of the application should be submitted to **The Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, Attn: Mr Lobind, 4th Floor, Atom House, Royal Street, Port Louis**

6. It would be appreciated if the contents of this Circular Letter could be brought to the attention of **all eligible public officers** serving in the different Divisions of your Ministry/Department.

(S. Seebaluck)
Senior Chief Executive



Australian Government

★ Australia Awards

SHORT COURSE AWARDS 2011	
Definition	<p>Short course awards are opportunities for formal study or training, delivered by an approved Australian higher education provider or an Australian Registered Training Organisation.</p> <p>Short course awards will result in a formal transcript of a complete unit (or subject) offered within a course or a formal Statement of Attainment in relation to a skill or competency covered by Australian Nationally registered Vocational Education or Training material.</p>
Duration	<p>Formal and practical teaching components will not exceed three months in length.</p> <p>Where relevant and possible, the Australian academic institution delivering the course will include a follow up visit to the awardees workplace to assist the awardees apply what they have learned. Awardees will also have access to on-line material provided by the Australian academic institution and will be encouraged to stay in contact with their fellow awardees to share their learning and application experiences on-line.</p>
Format	<p>The format will include three components:</p> <p>a formal teaching program - focusing on key concepts and debates that are most likely to be of relevance to all participants. In designing this component of the program, it must be assumed that all participants have at least five years work experience (in a mid to senior positions) and have a reasonably good understanding of the subject matter. Formal presentations by current or past experts should be encouraged;</p> <p>an applied training program - focusing on the fundamental work skills required for improving leadership, policy-making, program delivery and communications. Where possible, participatory techniques and real-world simulations, should be used and participants should be provided with a range of tools that could be used to increase their efficiency and effectiveness in their workplaces;</p> <p>work attachments/interactions, research projects, mentorship and/or further learning - to ensure that the lessons, skills and relationships developed during this program are transferred to the workplace.</p>
Eligible Countries	<p>Algeria, Angola, Benin, Burkina Faso, Burundi, Botswana, Cameroon, Cape Verde, Comoros, Cote D'Ivoire, Democratic Republic of Congo, Djibouti, Egypt, Ethiopia, Ghana, Kenya, Lesotho, Liberia, Libya, Malawi, Mali, Mauritius, Morocco, Mozambique, Namibia, Nigeria, Republic of Congo, Rwanda, Sao Tome & Principe, Senegal, Seychelles, Sierra Leone, South Africa, Swaziland, Tanzania, The Gambia, Togo, Tunisia, Uganda and Zambia</p>

Australia has 140 short course awards available in 2011; 70 with an anticipated start date in June 2011 and 70 with an anticipated start date in September 2011. There are three fields of study:

- Extractive Industries (4 courses: Geospatial Information Systems; Occupational Health and Safety in the Resources Sector; Regulation and Resource Management; Sustainable Management of Revenue Flows)
- Technical and Vocational Education and Training Reform
- Public Policy (2 courses: Diplomatic Training – Semester 2 only; Trade Policy Design, Analysis and Negotiation)

Applicants should read the 'Desired Applicant Profile' for the relevant field of study to ensure they meet the criteria before completing the application form. **Applications can be submitted to Postal:** The Australia Awards for Africa Program Manager, Private Bag X38, Hatfield, Pretoria 0028, or **Fax:** 086 602 3719 or **Email:** australia.awards@dfat.gov.au

Failure to complete the preliminary nomination form provided and submit all documentation requested by the deadline will lead to automatic disqualification.

The deadline for submission of applications is 11 March 2011.

An independent selection panel, including representatives from the Government of Australia, will shortlist the candidates who best meet the criteria listed in the 'Desired Applicant Profile' and who submit the best quality application forms. This will be undertaken during late March 2011.

If you have not been contacted by end April 2011 please consider your application unsuccessful. Only successful applicants will receive further communication.

The Australian Government reserves the right to vary the number and conditions of short courses available.

Female candidates and people with a disability are encouraged to apply.



Australian Government

★ Australia Awards

Nomination Form (Maximum three pages plus two page Curriculum Vitae)

Please complete in English

Please return to: (Postal) Australia Awards for Africa Program Manager
Private Bag X38, Hatfield, SOUTH AFRICA

Or Fax: 086 602 3719 or Email: australia.awards@dfat.gov.au

no later than 11 March 2011 (Applications received after this date will not be considered)

NAME:

GENDER:

NATIONALITY:

CURRENT EMPLOYER (Organisation name):

TOTAL LENGTH OF TIME WITH CURRENT EMPLOYER:

TITLE OF SHORT COURSE YOU WISH TO UNDERTAKE

Preference 1:

Preference 2 (if relevant):

PREFERRED START DATE: (Either June 2011 for Semester 1 or September 2011 for Semester 2)

CAN YOU UNDERTAKE A SHORT COURSE FOR UP TO THREE MONTHS IN AUSTRALIA? (Please note that the Australian Government is exploring delivery options in-Africa and not all courses will involve three months study in Australia)

HOW PROFICIENT ARE YOU IN ENGLISH? Please indicate your level of proficiency in English
(Poor/Fair/Good/Very Good)

HOW WILL THE SHORT COURSE ASSIST YOU WITH YOUR CURRENT JOB? (Maximum ½ page response)

HOW WILL THE SHORT COURSE ASSIST YOU IN THE FUTURE? (Maximum ½ page response)

HOW DOES THE SHORT COURSE FIT WITH YOUR EMPLOYERS GOALS? (Maximum ½ page response)

HOW DOES THE SHORT COURSE FIT WITH YOUR COUNTRY'S NATIONAL DEVELOPMENT PRIORITIES?
(Maximum ½ page response)

Curriculum Vitae (MAXIMUM LENGTH OF 2 PAGES)

NAME:

POSTAL ADDRESS

EMAIL ADDRESS

PHONE NUMBER

DATE OF BIRTH

EDUCATION

Post Graduate studies – include duration (ie from – to), academic institution name and location, course title, any awards or significant achievements

Under Graduate studies - include duration, academic institution name and location, course title, any awards or significant achievements

Secondary Schooling – include duration, academic institution name and location, any awards or significant achievements

WORK EXPERIENCE (LIST FROM MOST RECENT GOING BACKWARDS IN TIME)

Current Job – include duration (ie from to current) Job Title, Section/Branch, Employer, and write a small paragraph describing you main responsibilities and achievements.

Previous Jobs – include duration (from – to), Job Title, Section/Branch, Employer, and write a small paragraph describing your main responsibilities and achievements

Note: Where you have had a number of roles with the same employer and with increasing responsibility you may combine these into one period and use the strongest examples to show a variety of work completed eg Jan 05 – Current, Program Manager, Various Sections, Australian Agency for International Development

Responsible for designing development assistance activities for country and regional programs including the \$60m Australia Africa Partnerships Facility and the \$50m Pacific Technical Assistance Facility; Coordinated and drafted the annual program performance review for ten African activities each worth over \$3m; Led the evaluation of the Tongan Law and Justice Sector Program, negotiated joint assistance through an education sector wide approach in Samoa with other donors including NZAID and the Asian Development Bank.

REFEREES (PROVIDE 2 REFEREES)

Include your current and previous supervisor with their correct contact details (including email and telephone)



Australian Government

★ Australia Awards

DESIRED APPLICANT PROFILE – TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) SHORT COURSES

Target Group	<ul style="list-style-type: none">▪ You are a national of▪ You are a mid to senior-level professional working in a TVET policy, practice, research or reform role▪ You are currently employed in a TVET institution▪ You have a clear vision for how you will use the knowledge gained through the short course to improve trade policy, practice, research or reform in your home country
Eligibility	<ul style="list-style-type: none">▪ You must be between 25 and 50 years of age at the date of your application▪ You have at least five years' post-graduation work experience in a trade policy, practice, research or reform role. Preference will be given to candidates with greater periods of experience▪ You must be willing to make a formal commitment to return to your current employment following completion of the short course▪ Satisfactory English proficiency is required as the course will be delivered in English▪ You must meet the general minimum eligibility criteria outlined below▪ Female candidates and people with a disability are encouraged to apply
Support Service Options	<ul style="list-style-type: none">▪ Special needs assistance as deemed appropriate on a case-by-case basis

General Eligibility Criteria for Short Course Applicants

To be eligible for a short course applicants must:

- a. have citizenship of and be currently living in the country of your nationality;
- b. not be married to/or be a defacto of, or engaged to be married to, a person who holds or is eligible to hold Australian or New Zealand citizenship or permanent resident status;
- c. not hold or have held an Australian Government funded scholarship in the preceding 2 years at the time of application;
- d. satisfy any specific criteria established by the applicant's country and/or government of citizenship;
- e. satisfy all requirements of the Department of Immigration and Citizenship (DIAC) for an AusAID student visa; and
- f. satisfy any specific admission requirements of the Institution at which the short course is to be undertaken.

Applicants must inform the Australian Government of any connection or relationship to staff employed by the Australian Government or with Managing Contractors at the time of application.

Course Details

One course is available.

Technical and Vocational Education and Training Reform

The Australian TVET system – reforms and reflections

Educational leadership and strategy

Curriculum perspectives

Human resource planning/strategy and industry engagement

Assessment and Australian industry requirements

Apprenticeships and on-the-job training models

TVET and ICT

Strategies for gender inclusive VET reform

Policy and planning in a TVET organization

Policy, communication and research

Note: An Australian academic institution is yet to be selected to deliver this course. This course is anticipated to commence in June and September 2011. Applicants should indicate their preference for either the June or September 2011 intake.



Australian Government

★ Australia Awards

DESIRED APPLICANT PROFILE – PUBLIC POLICY SHORT COURSES

Target Group	<ul style="list-style-type: none"> ▪ You are a national of ▪ You are a mid to senior-level professional working in the field of diplomacy, or a trade policy, practice, research or reform role ▪ You are currently employed in a foreign ministry, trade ministry, or policy/research institution ▪ You have a clear vision for how you will use the knowledge gained through the short course to improve trade policy, practice, research or reform in your home country
Eligibility	<ul style="list-style-type: none"> ▪ You must be between 25 and 50 years of age at the date of your application ▪ You have at least five years' post-graduation work experience in diplomacy, or a trade policy, practice, research or reform role. Preference will be given to candidates with greater periods of experience ▪ You must be willing to make a formal commitment to return to your current employment following completion of the short course ▪ Satisfactory English proficiency is required as the course will be delivered in English ▪ You must meet the general minimum eligibility criteria outlined below ▪ Female candidates and people with a disability are encouraged to apply
Support Service Options	<ul style="list-style-type: none"> ▪ Special needs assistance as deemed appropriate on a case-by-case basis

General Eligibility Criteria for Short Course Applicants

To be eligible for a short course applicants must:

- a. have citizenship of and be currently living in the country of your nationality;
- b. not be married to/or be a defacto of, or engaged to be married to, a person who holds or is eligible to hold Australian or New Zealand citizenship or permanent resident status;
- c. not hold or have held an Australian Government funded scholarship in the preceding 2 years at the time of application;
- d. satisfy any specific criteria established by the applicant's country and/or government of citizenship;
- e. satisfy all requirements of the Department of Immigration and Citizenship (DIAC) for an AusAID student visa; and
- f. satisfy any specific admission requirements of the Institution at which the short course is to be undertaken.

Applicants must inform the Australian Government of any connection or relationship to staff employed by the Australian Government or with Managing Contractors at the time of application.

Course Details

Two courses are available. Applicants can only nominate for one course.

Diplomatic Training

The history of diplomacy
International Relations, World Politics and modern diplomacy
International Law
Ministry of Foreign Affairs and Trade operating environment
Diplomacy through multilateral channels including trade negotiations
Dealing with transnational security challenges
Conflict resolution and negotiation skills including case studies
Human rights
Consular and crisis management
Development assistance
Protocol
Representational skills
Public diplomacy and media management
Presentation skills and speech writing
Cable and report writing
Information security
Contacts and events training

Trade Policy Design, Analysis and Negotiation

International economics and the benefits of trade liberalisation
Subsidies, tariffs and other trade remedies – policy objectives and economic implications
Industrial policy, beneficiation and export diversification - policy objectives and economic implications
The World Trade Organisation – key concepts, agreements, debates and challenges
Free trade agreements – policy objectives and economic implications
Regional integration – policy objectives and economic implications
Investment promotion strategies
The links between trade and diplomacy
Tools, models and data for economic and trade analysis
The use, design, evaluation and interpretation of economic research
The preparation of policy briefs, memos and submissions
Negotiation, presentation and media skills

Note: An Australian academic institution is yet to be selected to deliver this course. This course is anticipated to commence in June and September 2011. Applicants should indicate their preference for either the June or September 2011 intake.